

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

FARM CREW LEADER

JOB DESCRIPTION

Employees in this job oversee an agricultural function at a state correctional facility, training, directing, and maintaining custody of facility prisoners while engaged in all aspects of a farming operation including maintenance and repair of structures and equipment.

There are two classifications in this job.

Position Code Title – Farm Crew Leader-E

Farm Crew Leader 8

At this level the employee performs farming activities and develops the knowledge and skills necessary to instruct and direct prisoner farmhands while learning Department of Corrections policies and procedures.

Farm Crew Leader E9

This is the experienced level. The employee uses independent judgment to perform a full range of farming activities and oversees a farm function by instructing and directing prisoner farmhands in a variety of farm activities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Trains, instructs, and directs prisoners in plowing, cultivating, weeding, harvesting, storing crops, dairy operations, creamery operations, and livestock management.

Directs the moving, feeding, and care of livestock and/or poultry.

Directs dairy operations.

Directs the repair of fences, stalls, and the maintenance of barns.

Directs the operation of a creamery.

Repairs and maintains farm equipment and machinery.

Trains prisoners in the proper use, care, and storage of farm tools, machinery, and equipment.

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Maintains the count and custody of prisoners during operations.

Maintains records related to the work.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the general practices and procedures used in the various types of farming.

Thorough knowledge of farm tools and equipment.

Thorough knowledge of safety precautions and occupational hazards of farming.

Thorough knowledge of Department of Corrections' policies and procedures.

Ability to detect and treat animal diseases.

Ability to use farm equipment and to make general repairs.

Ability to perform tasks requiring muscular strength.

Ability to instruct prisoners in the work.

Ability to follow instructions.

Ability to communicate effectively.

Working Conditions

Some jobs require direct contact with prisoners.

Some jobs are located in a correctional facility.

Physical Requirements

The job duties require an employee to bend for extended periods.

The job duties require an employee to reach for extended periods.

The job duties require an employee to bend or stoop in confined spaces.

The job duties require an employee to climb ladders.

The job duties require an employee to lift 50 pounds.

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The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

The job duties require an employee to direct activities with prisoners.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of Corrections.

Education

Possession of a high school diploma or a GED Certificate.

Experience

Farm Crew Leader 8

Two years of experience in the specific type of farming required.

Farm Crew Leader E9

Three years of experience in the specific type of farming required, including one year of experience involving overseeing the work of prisoner farmhands.

Special Requirements, Licenses, and Certifications

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions in this class series may also be assigned duties that require the application of pesticides, which may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FARMCRLDR

Job Code Description

Farm Crew Leader

Position Title

Farm Crew Leader -E

Position Code

FRMCLDRE

Pay Schedule

A31-009